

Office Use only

Date lodged: / /

## Submission form for Functional Layout Plans

**⚠** Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact the Council's Subdivisions department.

**⚠** Questions marked with an asterisk (\*) are mandatory and must be completed.

### The Land

①

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

**Estate Name  
and Stage number \***

Estate Name:

Stage:

**Planning Permit Number\***

Planning Permit Number:

**Street Address \***

Unit No.:

St. No.:

St. Name:

Suburb/Locality:

Postcode:

**Formal Land Description \***  
Complete either A or B.

**⚠** This information can be found on the certificate of title.

A  Lot No.:  Lodged Plan  Title Plan  Plan of Subdivision  No.:

**OR**

B  Crown Allotment No.:

Section No.:

Parish/Township Name:

## Consultant and Developer Details

2 Provide details of the consultant.

### Consultant \*

Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:

Where the preferred contact person for the submission is different from the consultant, provide the details of that person.

Contact person's details *	Same as consultant (if so, go to 'contact information') <input type="checkbox"/>	
Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:

Please provide at least one contact phone number \*

<b>Contact information.</b>	
Business Phone:	Email:
Mobile Phone:	Fax:

### Developer \*


The person or organisation who owns the land.

Where the owner is different from the developer, provide the details of that person or organisation.

Name:		Same as applicant <input type="checkbox"/>
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:

## Declaration

3 This form must be signed by the consultant \*

 Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of this submission.

I declare that I am the applicant; and that all the information in this application is true and correct.	
Signature:	Date:
	day / month / year

## Need help with the Submission?

General information about the planning process is available at [Engineering Standards - VPA](#)

Contact the Council's Subdivisional Development department to discuss the specific requirements for this submission.

## Lodgement

Lodge the completed and signed form along with the required documents and an invoice will then be forwarded to you.

[email@hume.vic.gov.au](mailto:email@hume.vic.gov.au)

**Contact information:**

Telephone: 61 03 9205 2200

Email: [email@hume.vic.gov.au](mailto:email@hume.vic.gov.au)

DX: 94718

Translation: 03 9205 2200 for connection to Hume Link's multilingual telephone information service

## Documents Required Checklist

Hume City Council requires the following documents to be submitted along with the above details and details shown on the FLP Submissions Guidelines Document

- o Approved SWMS
- o Traffic Report
- o Approved Planning Permit
- o Endorsed Development Plan
- o Arborist Report and Tree Management Plan (if existing trees)
- o Parking Plan
- o Melbourne Water Plans (if applicable)